



# Records Management Monthly

August 1, 2009

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## FileBank Tip of the Month

The EDC Report Tab can not only be used to view and print inventory reports but also to review copies of the signed delivery slips.

For help with using or activating this feature please contact Customer Service by phone at (416) 798-1404 or by email at [ddaley@filebank.ca](mailto:ddaley@filebank.ca).

## Category of Links

Document Management  
*Is on-site storage of your documents taking up valuable office space?*

Off-Site Data Security  
*Fires, Blackouts, Flooding, Explosions. Theft.*

Document Imaging  
*From simple document imaging with desktop retrieval, to more complex conversions*

Secure Document Shredding  
*Assigning the task of shredding documents to yourself or your staff can be*



## IMAGING... *There's a new way to look at it*

Today's challenging business environment makes it more important than ever that your back office processes are handled efficiently and accurately. If you suspect that there are

inefficiencies or errors in your document processing you should turn to **Filebank Professional Services**. Our expertise applies to all office procedures including data entry, OCR verification, travel and expense report management as well as accounts receivables and payables.

FileBank and its partners combine 70 years of experience in document processing with the highest level of customer service. That is a large part of why we have enjoyed a 99.4% customer retention rate over the years.

Give us a call, and let us show you why businesses both large and small have come to depend on us. For further information email [orders@filebank.ca](mailto:orders@filebank.ca).

## How to Combat the Cost of Fuel



With the constant increase in the cost of fuel, Scan on Demand provides not only a cost effective solution but also an environmentally friendly choice. **Scan on Demand** will lower your monthly delivery costs and reduce the time for the delivery of your requested file.

When an authorized user requires a file, they can use EDCWeb to request the file via "Imaging on Demand" as the delivery type. FileBank staff will scan the contents of the requested file and once completed, our system will automatically send an e-mail to the requestor to let them know the file is ready to be viewed, copied, printed etc...

Once a file has been scanned its image is stored on FileBank's server and is instantly available for future retrievals. Each image can also be given a unique password to further protect your on-line documents.

To find out how this service will be a benefit to your company, please contact us by telephone at (416) 798-1404 or via email at [orders@filebank.ca](mailto:orders@filebank.ca).

*inefficient.*



**If you do not wish to receive this newsletter please contact Marcia at [msnow@filebank.ca](mailto:msnow@filebank.ca).**

#### Contact Us

<http://www.filebank.ca>

[orders@filebank.ca](mailto:orders@filebank.ca)

## Congratulations Kurt Caesar on 6 Months Smoke Free and \$1000.00 RICHER!

Kurt is the **4th** FileBank employee to go "Smoke Free" in 2009.



**FileBank believes our employees good health is a benefit to all.** To assist our smokers in their quest to quit, FileBank covers the cost of all "quit smoking aids" and, to provide extra motivation rewards their success with a **\$1000** cash bonus.